



**Minutes of the  
ALAMEDA FREE LIBRARY BOARD MEETING  
July 9, 2008**

The regular meeting of the Alameda Free Library Board was called to order at 6:02 p.m.

ROLL CALL

Present: Ruth Belikove, President  
Mike Hartigan, Vice President  
Karen Butter, Board Member  
Alan Mitchell, Board Member  
Gail Wetzork, Board Member

Absent: None

Staff: Jane Chisaki, Library Director  
Marsha Merrick, Recording Secretary

CONSENT CALENDAR

An asterisk indicates items so enacted and adopted on the Consent Calendar.

- A. \*Report from the Library Director highlighting Library Department activities for the month of July 2008. Accepted.
- B. \*Draft Minutes of the Regular Library Board Meeting of June 11, 2008. Approved.
- C. \*Library Services Report for the month of May 2008. Accepted.
- D. \*Financial report reflecting FY 2007-08 Library expenditures by fund through June 2008. Accepted.
- E. \*Bills for ratification for the month of June 2008. Approved.

There were no comments from the Board, so President Belikove asked for a motion to accept the Consent Calendar as presented. Member Mitchell so moved; Member Butter seconded the motion which carried by a 5-0 vote.

ORAL COMMUNICATIONS, NON-AGENDA (Public Comment)

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Director Chisaki requested that the strategic planning piece from the previous night's special board meeting be completed first (item B. Strategic Planning Committee Update); President Belikove agreed to the agenda order change.

B. Strategic Planning Committee Update (M. Hartigan)

Vice President Hartigan spoke briefly, highlighting the positive experience he had enjoyed on the committee, and acknowledged the hard work and dedication of all the community members that participated in the process. President Belikove inquired if the committee members had been properly thanked for their contributions, and Director Chisaki indicated that certificates of appreciation had been printed up and would be passed around during the meeting for all the Board members to sign. These are planned to be presented at the August Library Board meeting. Hartigan turned the item over to Kathy Page to field any questions on the plan from the Board.

Board Member Butter inquired how the plan would change what the Library does now. Director Chisaki said it would be more of a re-focusing of energies; Kathy Page emphasized that the Library is not doing anything wrong now, but the plan will give a framework for staff to work from, with programs, improvements, etc. that the community has indicated an interest in seeing.

After quite a bit of discussion, several wording clarifications were agreed to, and the consultants will incorporate those changes into the completed document to be ready the following week.

A. Dedication of "Diosa de la Bahia" AKA "The Lady" (J. Chisaki)

Director Chisaki spoke about the art dedication reception scheduled for Sunday, August 10<sup>th</sup>, at 1:30 p.m. that will be held for the Library pieces, including the recently installed standing statue named "Diosa de la Bahia" by artist Michael Carey. Wording for the dedication plaque is being put together now, and Cairdea will have this ready in time for the reception. Invitations are going out the following week to a wide variety of people, including City Council members and friends and family of Ann Miller Muir. Some short speeches are planned and light refreshments will be served.

C. Art Exhibit Committee (R. Belikove)

President Belikove said the committee had met the previous afternoon, but it turned out to be only herself and staff member, David Hall. They are working on how to inspire the community to come in and view the Library's showings. Director Chisaki asked Belikove if she had been made aware that future exhibits should not be displayed exclusively in the meeting rooms, especially work that would require a pedestal. This cuts down meeting room space considerably, and some of the previous show's art had to be protected during a children's program happening in the room. Belikove acknowledged that they were still in a "learning curve" and are finding out new things with each exhibit. The committee will take steps to make sure future exhibitors are aware of our limitations. The next display will be textiles mounted on the second floor walls.

D. Alameda Free Library Foundation (A. Mitchell)

Member Mitchell had no comments, so Director Chisaki shared information with the Board. The Foundation just had their election of officers and Luzanne Engh is now President; Sue Colberg is Vice President. Financial investment strategies are being discussed to increase the Foundations holdings; Chisaki has asked them to think about setting aside equipment replacement funds for technology, and a furnishings fund for branch improvements. Plans continue to be made for the Michael Pollan author event scheduled for October at Auctions by the Bay.

E. Friends of the Alameda Free Library (M. Lambert)

Marc Lambert advised that both the Friends and Foundation will be sponsors for the “Walk a Mile for Literacy” campaign slated for September. Director Chisaki said that the Park Street Business Association has also pledged their sponsorship. The Friends are now putting together their first budget, and they’ve passed a resolution to earmark \$100,000 for furnishings in the branches. The nominating committee has decided on their nominees for next year, but they haven’t been formally announced yet. There will not be a July meeting of the Friends.

F. Patron suggestions/comments (Speak-Outs) and Library Director’s response.

A request was made for advanced sign-ups on the computers that have MS Word. The computer station that allows for advanced sign-ups is down, and work is being done to get it repaired. A request to join Link Plus, which is similar to the Inter Library Loan program, was made. This is not available with the current Horizon system we use, although development has been discussed. A request to not get a receipt automatically when using the self-check express stations was made. When the check-out process is complete, simply removing the books will end the process and re-set the station. On screen instructions for this will be looked into. A comment was received about excessive late notices being sent out when multiple books/materials are overdue. The notices are set up to give complete information on the material, and, to give a message on the consequences that may follow if the material is not returned. To accomplish that, multiple notices must be sent out when there are a lot of materials outstanding. Providing a good e-mail address and current phone number, and returning materials on time, will cut down on the paper notices that are sent out.

### LIBRARY BOARD COMMUNICATIONS

Member Hartigan gave kudos to the Literacy Program participants who walked at the July 4<sup>th</sup> parade. The kids and parents all really loved the give-away pencils that had Literacy-related comments on them.

### DIRECTOR’S COMMENTS

Director Chisaki mentioned the Alameda Animal Shelter kiosk just installed in the lobby area; you can go in and look at the animals that are currently available for adoption. The Library will “host” the kiosk on a trial basis, but if for some reason it doesn’t work out, it will be removed.

Honora Murphy's 80<sup>th</sup> birthday is coming up in August, and Vice Mayor Tam has requested that the Library do a proclamation to honor her. Chisaki is working on that now, and asked the Board to give her any comments or ideas they might have on the community activities Ms. Murphy has been involved in, any awards she may have won, etc.

ADJOURNMENT

President Belikove asked for a motion to adjourn the meeting at 7:37 p.m. Member Butter so moved; Member Mitchell seconded the motion which carried by a 5-0 vote.

Respectfully submitted,



Jane Chisaki  
Library Director and  
Secretary to the Library Board